

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Fleet Manager	<u>Revision Date:</u> 01/16 <u>EEO Category:</u> Skilled Craft Worker <u>Status:</u> Exempt (Exec) <u>Control No:</u> 30502
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Public Works Director, oversees the operation of the Fleet Management Division of the Public Works Department, including acquisition, repair, maintenance, disposal, and replacement of all fleet vehicles and equipment, overall parts operation, customer interface, shop productivity, etc.

III. Essential Duties:

- Involved in hiring, training, motivating, disciplining and directing the activity of staff members.
- Develops and oversees the Fleet Management budget.
- Ensures efficient operation and productivity with the Fleet division by reviewing repair times and costs to learn efficiency.
- Coordinates fleet personnel matters with the Public Works Director.
- Responsible for operational coordination and for customer relations with all user departments.
- Responsible for development of annual replacements schedule.
- Responsible for development of all fleet specifications.
- Coordinates bidding process for all fleet equipment and supplies.
- Coordinates all fleet data processing equipment and software.
- Coordinates all division risk management issues.
- Ensures overall compliance with federal, state, and local laws and ordinances.
- Coordinates surplus equipment sales with all City departments.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Education: Formal education in Automotive Engineering or a related field may be substituted for experience on a year-for-year basis, up to two years (except for supervisory experience).

Experience: Minimum five years administrative experience in a fleet repair and maintenance operation, including automated shop and inventory operations. Minimum three years of supervisory experience in mid-level management or above.

Certificates/Licenses: Valid Utah driver's license required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Extensive knowledge of the methods and procedures used in the repair and maintenance of all types and sizes of vehicles and construction equipment, engines, and components. Extensive knowledge of computerized fleet information systems, including inventory operations.

Responsibility for: Great responsibility for control of budgets, operational efficiencies, and overall operation of a wide variety of fleet vehicles and equipment; great responsibility for making decisions which affect others; supervise personnel in the Fleet division.

Communication Skills: Communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Regular use of office equipment including a computer, telephone, fax, calculator ; use of fuel card.

Analytical Ability: Ability to organize and efficiently operate a comprehensive fleet operation. Ability to communicate effectively in both oral and in written form, and convey clear verbal instructions.

VI. Working Conditions:

Physical Demands: Employee will sit or stand for long periods of time. Constant seeing, talking and hearing are required for the performance of all job tasks; required to push, pull or lift up to 50 lbs; frequent stooping, crouching and bending.

Work Environment: Job entails exposure to cold, heat, dust fumes, and noise; intermittent sitting and standing; constant exposure to deadlines; pressure and fatigue during an average workday.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____